

Sort & Search Tool Help

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WHAT YOU CAN DO WITH THIS TOOL:

1. **Sort** on any of the list headings, for example Document Number, Division, Title etc.
2. Search on **Division or Bureau** (whatever the option)
3. Search on **Document Number**
4. Search by **Date**
5. Perform **refined searches** (subset searches) that combine multiple searches
6. **Sort** on any search results

GENERAL SEARCH RULES:

1. **Do NOT use the browser's back button when performing searches.**
Instead use the programs "Back To Home Page" button **or** the programs "Search Documents" button to return to the search box
2. **Only one search item can be specified at a time.** A search by Number is one search. A search by Title is one search. A search by Division is one search. If you try to enter multiple search criteria such as a document number, a title and a division then you are trying to do 3 searches at once. This incorrect technique will result in a pop-up error message.
3. **The search looks for "strings" of letters or characters not complete words.** A string of letters means the search criteria (string) you entered in one of the search fields must appear **together** (just like you typed it) somewhere in the actual data. This provides lots of flexibility if you are not sure how the data appears in a record. **A hint: sometimes less is better.**
(Example: phone will bring back phone and telephone. But telephone will not bring back phone.)
4. **Use the singular versus plural of a word.** The singular will bring back both singular and the plural occurrences. Whereas, the plural will only bring back the plural.
(Example: use business card NOT business cards for your search criteria).

5. **You must RESET in between searches or you will be searching the data returned on the first search.**
(Example: A search on ASD must be RESET before you search again on another division, such as DVR, or you will be searching DVR documents within ASD documents.)
6. **You can always refine your search results by performing a search within the results returned from the previous search (subset search).**
(Example of a subset search: Search on ASD and then return to the search box, DO NOT RESET the search, instead enter the word disability in the title field, click search again. The result is that you have searched ASD documents for any that contain the word “disability” in the title).
7. **Date searches require that you choose one of the “radio button” options along with entering the date in the date field.**
Your choices are:
 1. Equal
 2. Greater or Equal
 3. Less or Equal
8. **To SORT a list of documents, simply click on the column heading that you want to sort the data by.**
(For example, you can sort by division, or title or date etc. any column heading can be used to sort the data.)

HOW TO USE THE SORT & SEARCH TOOL:

The opening screen of the search program shows the Search Box and recently updated documents displayed in the gray box on the right.

1. SORT

This search (is really a **sort**) which would mimic what everyone has been use to in the past – viewing documents by Document Number, Document Title or the Division (or bureau whatever the option) that owns the document.

A. To view a list of all the documents, click on the first link in the search box that is labeled “Click to View all Documents” (that link is highlighted in black in this screen print).

Click for Search Help!		Search Now	Reset Search
Search Options:	Enter Search Criteria		
View List of All Documents	Click to View All Documents		
Document Number	<input type="text"/>		
Document Title	<input type="text"/>		
Document Subjects	<input type="text"/>		
Document Category	<div>AA/EEO Administrator's Office Automobiles</div>		
Bureau	<div>Administrator's Office Budget & Planning Facilities</div>		
Revision Date mm-dd-yyyy	<input type="text"/>		
	<input type="radio"/> Equal <input type="radio"/> After or Equal <input type="radio"/> Before or Equal		

The default SORT is by Document Number, as shown below:

B. You can also sort by Title or Division (or bureau whatever the option), just like before, by clicking on the column heading by which you would like to sort. You now have the ability to sort by any of the column heading criteria, not just Number, Title or Division!

Document Number	Title	Subjects	Category	Bureau/Division	Revision Date	Contact
100	Test Entry	test	Legal	Finance	10/15/2002	Hunt, Jan
101	Secretary's Commendations	Commendation, Recognition, Certificates	Dept Policy	Secretary's Office	8/1/1991	Jacquie Piraino
102	Photo ID Cards	Identification, State ID, Deputy Authorization	Dept Policy	General Services	7/9/2002	Vinz, Eric
104	Personal Opinions	Lobbying, Public Communications, Legislative Relations, Legal	Legal	Secretary's Office	3/22/2002	Bernstein, Howard
105	Lobbying	legislators, staff, legislative committees, Public Communications	Legal	Secretary's Office	8/1/1991	Bernstein, Howard
106	Communications Policy	Reporting, News Media, Legislature, Reporters	Dept Policy	Secretary's Office	7/1/2002	Langenohl, Rachel
107	Deputy Authorization on State Photo ID Cards	Photo ID Cards, State Identification, State ID,	Dept Policy	General Services	7/9/2002	Miller, Annette
108	Legislative Relations	Legislative	Dept Policy	Secretary's Office	3/5/2001	Markham,

DWD Forms Repository - List - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://dwdworkweb/forms/viewsort/list.asp?sort=Division> Go

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<http://www.uninetnews.com/>

September 16, 2002 8:33 AM

WORKWEB

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Home Page

Sort by column header.

Instructions

Search Documents

Support Information

Form Number	Title	Division	Revision	Date	Reviser	Content Contact
HRS-13346-E	Emergency Evacuation Disability Support Request	ASD	9/5/2002		Bluma, Dawn	Bentley, Rudy
HRS-8971-E	Outstanding Service Award Nomination	ASD	8/1/2001		Bluma, Dawn	N/A
HRS-9954-E	Assault/Threat Report - DWD	ASD	10/1/1997			
QOM-12519	Mentee Application	ASD	4/1/2002		Mesdjian, Patty	Pugh, Janet
QOM-12520	Mentor Application	ASD	4/1/2002		Mesdjian, Patty	Pugh, Janet
PRB1	Records Disposition Authorization	ASD	3/1/1994		Meier, Elaine	Meier, Elaine
SEC-12137	Employee Informal Discrimination Complaint	ASD	7/1/2000		Mesdjian, Patty	Bentley, Rudolph
SEC-12538-E	Language Survey	ASD	4/1/2002		Mesdjian, Patty	Bentley, Rudolph
ADM-12205-E	Security Assessment Checklist	ASD	8/1/2002		N/A	Miller, Annette

<http://dwdworkweb/er/>

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2. SEARCH by DIVISION

- A. To perform a Search by Division, choose the division you are interested in from the drop-down division list. Click search. Only the documents that pertain to that division will be returned to you.

*If you would like a **shortcut on your desktop**, that when clicked would only bring back documents for your division, please contact Jan Hunt at jan.hunt@dwd.state.wi.us or call me at 608-261-2143.

In the screen print below, ASD has been picked from the drop-down list of DWD Divisions.

DWD Forms Repository - Search - Microsoft Internet Explorer

Address: <http://dwdworkweb/forms/viewsort/DEFAULT.ASP?ID=NEW>

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1. Enter your search criteria in one of the form fields **or** select a pop-down item and click the **Search** button.
2. This will return a list of all documents containing the search item.
3. If you do not reset the search, and you choose another criteria, you will be searching the subset of data that was brought back on the search below.

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	<input type="text"/>
Form Title	<input type="text"/>
DWD Division	<div>All Division ASD DVR</div>
Creation/Revision Date	<input type="text"/>
mm-dd-yyyy	<input type="radio"/> Equal <input type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
<div>Search Now Reset Search</div>	

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DWD Forms Repository

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Click search and all of ASDs documents, and only ASDs documents will be returned.

3. SEARCH by TITLE

- A. Enter a word or words that you believe will be in the title of the document(s) you are looking for. Remember general rule #3 – **sometimes less is better**. For example, searching for telephone request related documents using the search word “phone” would bring back a more complete list of documents. Not only with this search find any titles with the word phone in it, but also the documents with the word “telephone” in the title. That is because “phone” is a string found within the word “telephone”. You will also get back results for “cellular phones”.

Do not use the plural of the search words always use the singular. In our example above, using telephones or phones will NOT bring back any document with the singular of the word, because the S is missing in the actual title’s word.

DWD Forms Repository - Search - Microsoft Internet Explorer

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1. Enter your **search criteria** in one of the form fields **or** select a pop-down item and click the **Search** button.
2. This will return a list of all documents containing the search item.
3. **If you do not reset the search**, and you choose another criteria, you will be searching the subset of data that was brought back on the search below.

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	<input type="text"/>
Form Title	<input type="text" value="phone"/>
DWD Division	<div>All Division ASD DVR</div>
Creation/Revision Date	<input type="text"/> mm-dd-yyyy
	<input type="radio"/> Equal <input type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
	<input type="button" value="Search Now"/> <input type="button" value="Reset Search"/>

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Searches on document title might be best done as a subset search.

Subset Search:

In this example we are looking for the training evaluation form but we are not sure of the title. So, we will “go with less” and enter only the word TRAIN. This will bring back any documents with train, training, trainer etc. in the title field. (Entering training will NOT bring back train or trainer because training is not a complete part of those other words, where as train is.)

1. **Enter TRAIN** in the Title field (click search) to bring back all the documents with TRAIN and it’s variations, in the title. We will pretend that there are many returned documents so that we can **perform a Subset Search** on the results.
2. **Return to the Search Box** and now enter **EVALUATION** in the document title field. **Do NOT reset the search.**

To return to the Search Box: click the **programs Search Documents button** **or** the **programs Home Page**. **DO NOT** use the back button on the browser.

Home Page	Sort by column header.	Instructions
Search Documents	Search: Title contains train	
Reset Search	Current Sort Criteria is: Form Number	Support Information

When you are back at the Search Box, the very top of the screen will let you know what the current search criteria is set to (in our example the text says, “Title contains TRAIN”).

The screenshot shows the 'DWD Forms Repository' search interface. At the top, it displays 'Your Current Search Criteria: Title contains train'. Below this, a red alert message states: 'If you want a completely new search, remember to click the RESET button (or choose the New Search radio button below), or you will be searching a subset of the previous search (criteria shown above)'. The search options are set to 'AND...' with radio buttons for 'New Search', 'AND...', and 'OR...'. Below the options is a table with two columns: 'Search Options:' and 'Enter Search Criteria'. The 'Search Options:' column contains a link 'View List of All Forms', and the 'Enter Search Criteria' column contains a link 'Click to View All Forms'.

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms

There will also be a red alert message that explains that if you want a new search you need to click the reset button. **DO NOT RESET in between searches if you want to perform a subset search.** In our search for the training evaluation document, for the second part of the subset search we enter the word EVALUATION in the Title field.

3. Click search and you will get back all documents that contain the words train, training, trainer and evaluation. The search criteria listed at the top of the screen will say “Title contains train and Title contains evaluation”.

The screen-print below shows the entry of TRAIN in the title field.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'DWD Forms Repository - Search' page. The address bar shows the URL: <http://dwdworkweb/forms/viewsort/default.asp?ResetSearch=Yes&ID=NEW>. The page header includes navigation links for various departments (Sec Office, ASD, DVR, DWS, ER, UI, WC, GCC, GWBLB, LIRC, WCC) and a date/time stamp of September 17, 2002, 8:06 AM. The main heading is 'DWD Forms Repository'. Below it, there are three numbered instructions for using the search function. A search form titled 'Search Options: Enter Search Criteria' is displayed, with fields for 'Form Number', 'Form Title' (containing 'train'), 'DWD Division' (a dropdown menu with 'All Division', 'ASD', and 'DVR' selected), and 'Creation/Revision Date' (with radio buttons for 'Equal', 'Greater or Equal', and 'Less or Equal'). A red 'Search Now' button and a blue 'Reset Search' button are at the bottom of the form. On the right side, there is a 'Recently Updated Forms' section listing various forms like 'Job Order', 'Business Card', 'Order Form - Milwaukee Job Center North', etc.

1. Enter your **search criteria in one of the form fields or select a pop-down item** and click the **Search** button.

2. This will return a list of all documents containing the search item.

3. **If you do not reset the search**, and you choose another criteria, you will be searching the subset of data that was brought back on the search below.

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	
Form Title	train
DWD Division	All Division ASD DVR
Creation/Revision Date	<input type="radio"/> Equal <input type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
mm-dd-yyyy	
<input type="button" value="Search Now"/> <input type="button" value="Reset Search"/>	

Followed by the screen-print for the subset search using EVALUATION in the title field.

The screenshot shows the same 'DWD Forms Repository - Search' page, but now displaying the results for the previous search. The 'Form Title' field now contains 'evaluation'. Above the search form, it says 'Your Current Search Criteria: Title contains train'. Below this, a red message states: 'If you want a completely new search, remember to click the RESET button (or choose the New Search radio button below), or you will be searching a subset of the previous search (criteria shown above)'. Below the message are radio buttons for 'New Search', 'AND...', and 'OR...'. The search form is identical to the one in the previous screenshot, but the 'Form Title' field now contains 'evaluation'. The 'Recently Updated Forms' section on the right remains the same.

Your Current Search Criteria:
Title contains **train**

If you want a completely new search, remember to click the RESET button (or choose the New Search radio button below), or you will be searching a subset of the previous search (criteria shown above).

☐ New Search ☐ AND... ☐ OR...

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	
Form Title	evaluation
DWD Division	All Division ASD DVR
Creation/Revision Date	<input type="radio"/> Equal <input type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
mm-dd-yyyy	
<input type="button" value="Search Now"/> <input type="button" value="Reset Search"/>	

4. SEARCH by DOCUMENT NUMBER

- A. Enter whatever portion of the document number that you know, or even the entire documents number if you know that. But remember the search is based on strings so if the form is CIO-13150-E and you enter CIO 13150 E for the search criteria, you will not get back the results you expected. That is because, the “string of data” that makes up the form number in the database includes the dashes. **Searches on document number might be best done as a subset search.**

Subset Search:

Enter CIO in the Document Number field (click search) to bring back all the CIO forms, **then perform a Subset Search on those results by returning to the search box (do NOT reset the search) and now enter 13150 in the Document Number field.** Click search and you will get back all documents that contain the number 13150.

If you do not know the entire number, but think the number started with or contained 131, you could have entered that portion of the number as your second search criteria. The search would bring back the document you were looking for, and possibly extraneous documents that are CIO with 131 in the number – such as CIO-13155. You can now scan the returned list for the specific document you are looking for.

Below is the screen print of the first search in our subset search looking for the CIO-13150-E form. The search criterion of CIO was entered in the Form Number field. Click search and all the forms containing CIO will be displayed.

DWD Forms Repository - Search - Microsoft Internet Explorer

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September 16, 2002 10:29 AM **WORKWEB** enter search terms Search

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DWD Forms Repository

1. Enter your **search criteria** in one of the form fields **or** select a pop-down item and click the **Search** button.
2. This will return a list of all documents containing the search item.
3. **If you do not reset the search**, and you choose another criteria, you will be searching the subset of data that was brought back on the search below.

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	<input type="text" value="CIO"/>
Form Title	<input type="text"/>
DWD Division	<div>All Division</div> <div>ASD</div> <div>DVR</div>
Creation/Revision Date <small>mm-dd-yyyy</small>	<input type="text"/> <input type="radio"/> Equal <input type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
<input type="button" value="Search Now"/> <input type="button" value="Reset Search"/>	

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DWD Forms Repository Contact

Questions and comments regarding the DWD Forms Repository should be directed to:

- [Dawn Bluma](#) or by phone 608-266-5515;

Done Local intranet

Below are the returned results for the search criteria of CIO in the number field. To perform a **Subset Search**, click the program button **Search Documents** or the program button **Home Page** to return to the Search Box. **DO NOT RESET** the search and do NOT use the browser's back button to return to the Search Box.

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Home Page

Search Documents

Reset Search

Sort by column header.

Search: Form_Number contains CIO

Current Sort Criteria is: Form_Number

Instructions

Support Information

Form_Number	Title	Division	Revision Date	Reviser	Content Contact
CIO-13150-E	IT Investment Process Evaluation	SO	6/1/2002	Bluma, Dawn	Lynch, Rose
CIO-13155-ADM-E	Preliminary Project Evaluation-ADM	SO	7/5/2002	Bluma, Dawn	Lynch, rose
CIO-13155-DVR-E	Preliminary Project Evaluation-DVR	SO	7/5/2002	Bluma, Dawn	Lynch, Rose
CIO-13155-DWS-E	Preliminary Project Evaluation-DWS	SO	7/5/2002	Bluma, Dawn	Lynch, Rose
CIO-13155-ERD-E	Preliminary Project Evaluation-ERD	SO	7/5/2002	Bluma, Dawn	Lynch, Rose
CIO-13155-SEC-E	Preliminary Project Evaluation-SEC	SO	7/2/2002	Bluma, Dawn	Lynch, Rose
CIO-13155-UCD-E	Preliminary Project Evaluation-UCD	SO	7/5/2002	Bluma, Dawn	Lynch, Rose
CIO-13155-WKC-E	Preliminary Project Evaluation-WKC	SO	7/5/2002	Bluma, Dawn	Lynch, Rose
CIO-13244-E	Executive Summary	SO	7/8/2002	Bluma, Dawn	Lynch, Rose
CIO-13257-E	Risk and Severity Analysis	SO	7/1/2002	Meier, Elaine	Lynch, Rose

Done Local intranet

When you are back at the Search Box, the very top of the screen will let you know what the current search criteria is set to (in our example case it says, "Form Number contains CIO").

There will also be a red alert message that explains that if you want a new search you need to click the reset button. **DO NOT RESET in between searches if you want to perform a subset search.** In our search for the CIO-13150 document, we will now enter in the Document **Number** field 131 (pretending we don't know the entire number, or you would do this if you wanted all the 131 documents back.)

DWD Forms Repository - Search - Microsoft Internet Explorer

Address: http://dwdworkweb/forms/viewsort/DEFAULT.ASP?ID=NEW

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DWD Forms Repository

Your Current Search Criteria:
Form_Number contains CIO

If you want a completely new search, remember to click the RESET button (or choose the New Search radio button below), or you will be searching a subset of the previous search (criteria shown above).

☐ New Search ☒ AND... ☐ OR...

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	<input type="text" value="131"/>
Form Title	<input type="text"/>
DWD Division	All Division ASD DVR
Creation/Revision Date	<input type="text"/> mm-dd-yyyy
	<input type="radio"/> Equal <input type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
	<input type="button" value="Search Now"/> <input type="button" value="Reset Search"/>

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DWD Forms Repository Contact

Questions and comments regarding the DWD Forms Repository should be directed to:

- Dawn Bluma or by phone 608-266-5515;

Click search and the result will be a displayed list of all documents with CIO 131 in the title. You can continue doing subset searches until you have refined your search to the documents you want to work with.

Subset Search Summary of Steps:

1. Search on one criterion by entering a search word in a text field OR choosing a selection from a drop-down list.
2. Return to the Search Box to search on your second criteria.
Do not use the browser's back button and do not reset the search!
To return to the Search Box: click on the **program's** Search Documents button or the **program's** Home Page button.

The screenshot displays a search interface with the following elements:

- Navigation buttons on the left: [Home Page](#), [Search Documents](#), and [Reset Search](#).
- Navigation buttons on the right: [Instructions](#) and [Support Information](#).
- Search criteria text: "Search: Form_Number contains **adm** and Form_Number contains **23**".
- Sort instruction: "Sort by column header."
- Current sort criteria: "Current Sort Criteria is: **Form Number**".

3. Continue performing subset searches to further refine your results.

And here are the results for the **subset search** that started with a search for CIO followed by a second (subset) search using 131, in the document title.

DWD Forms Repository - List - Microsoft Internet Explorer

Address: http://dwdworkweb/forms/viewsort/LIST.ASP

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Home Page

Sort by column header.

Search Documents Search: Form_Number contains CIO and Form_Number contains 131

Reset Search

Instructions

Support Information

Current Sort Criteria is: Form_Number

Form_Number	Title	Division	Revision	Date	Reviser	Content	Contact
CIO-13150-E	IT Investment Process Evaluation	SO	6/1/2002		Bluma, Dawn	Lynch, Rose	
CIO-13155-ADM-E	Preliminary Project Evaluation-ADM	SO	7/5/2002		Bluma, Dawn	Lynch, rose	
CIO-13155-DVR-E	Preliminary Project Evaluation-DVR	SO	7/5/2002		Bluma, Dawn	Lynch, Rose	
CIO-13155-DWS-E	Preliminary Project Evaluation-DWS	SO	7/5/2002		Bluma, Dawn	Lynch, Rose	
CIO-13155-ERD-E	Preliminary Project Evaluation-ERD	SO	7/5/2002		Bluma, Dawn	Lynch, Rose	
CIO-13155-SEC-E	Preliminary Project Evaluation-SEC	SO	7/2/2002		Bluma, Dawn	Lynch, Rose	
CIO-13155-UCD-E	Preliminary Project Evaluation-UCD	SO	7/5/2002		Bluma, Dawn	Lynch, Rose	
CIO-13155-WKC-E	Preliminary Project Evaluation-WKC	SO	7/5/2002		Bluma, Dawn	Lynch, Rose	

End of List

Local intranet

5. SEARCH on DATE

A. Date searches are easy, except you must remember to choose one of the 3 available options:

1. Equal
2. Greater or Equal
3. Less or Equal

Enter your date; choose the applicable option and click search. Date searches can also be used in subset searches. Actually any field can be used in a subset search.

DWD Forms Repository - Search - Microsoft Internet Explorer

Address: <http://dwdworkweb/forms/viewsort/DEFAULT.ASP?ID=NEW>

Search: enter search terms Search

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DWD Forms Repository

1. Enter your search criteria in one of the form fields or select a pop-down item and click the Search button.
2. This will return a list of all documents containing the search item.
3. If you do not reset the search, and you choose another criteria, you will be searching the subset of data that was brought back on the search below.

Search Options:	Enter Search Criteria
View List of All Forms	Click to View All Forms
Form Number	<input type="text"/>
Form Title	<input type="text"/>
DWD Division	All Division ASD DVR
Creation/Revision Date mm-dd-yyyy	01-01-2001 <input type="radio"/> Equal <input checked="" type="radio"/> Greater or Equal <input type="radio"/> Less or Equal
<input type="button" value="Search Now"/> <input type="button" value="Reset Search"/>	

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- [Job Order](#)
- [Business Card Order Form - Milwaukee Job Center North](#)
- [Emergency Evacuation Disability Support Request](#)
- [Business Card Order Form - Workforce Development Center](#)
- [Business Card Order Form - Job Center](#)
- [Business Card Order Form - Building Tomorrow's Workforce](#)

DWD Forms Repository Contact

Questions and comments regarding the DWD Forms Repository should be directed to:

- [Dawn Bluma](#) or by phone 608-266-5515;

This example shows the date of 01-01-2001 and the option chosen is the middle one, Greater or Less, which will bring back any documents created or revised on or since 01-01-2001.

Please, if you have any questions or would like one-on-one training, email Jan.hunt@dwd.state.wi.us or phone Jan at 608-261-5829.